Process Flow

1 In April or October each Ecclesia will advised by the Planning Administrator of the period for updating their planning data.

2 During the planning period you may receive an email advising that one of your Incoming Speaker selections is no longer available. You can add another Incoming Speaker selection if you wish.

3 Once all Ecclesias have completed entering their plan requirements, a Speaking Plan will be generated and made available through the online system.
Time to check all Speaker contact details are current.

Sequence Flow

HOME **SPEAKING PLAN** VIEW PLAN VIEW CONTACTS

start

The plan process commences in April or October where all Ecclesias will update their Speaker additions and availabilities. **This is prior to entering the plan requirements.** The initial step allows everyone to see who is really available for selection. Please note that temporary Speaker removals can be achieved by a zero (0) availability. Speaker transfers and permanent Speaker removals can be arranged through the Plan Administrator.

HOME SPEAKING PLAN **VIEW PLAN** VIEW CONTACTS

finish

At the conclusion of the planning process, and after being notified by the Plan Administrator, a speaking plan will be made available through the online system (the "View Plan" menu option).

Access

The link to the online system is:

https://www.christadelphiansaustralia.org.au/ncc/admin/index.php

Please contact the Plan Administrator if you do not know your Username (generally your email address) or your Password.

To allow each of your Speakers to complete their own planning requirements you must create a logon Username and Password for each Speaker on the "Speaker Details" page. This is achieved by updating each Speaker's **Logon Name** (with their Email address) and a **Password**. They would use the same link above to access the online system.

Menu Summary

HOME	SPEAKING PLAN All the planning tasks	VIEW PLAN View / download the generated plan	VIEW CONTACTS Listing of contact details

Step 1 Setting Up	Step 2 Incoming **For visiting Speakers**	Step 3 Outgoing **Speaker / ecclesial dates**	Step 4 Limits **Speaker and ecclesial limits**	Step 5 End
Set Up Setup details, logon access, contact, geographic groups	**4** Incoming Speakers Prioritise visiting Speaker proposals (2-3 times more than your total number)	**7** Speaker Dates Select dates Speakers are unavailable for	**9** Ecclesial Selections for Speakers Select ecclesias that Speakers are available for	**8** Indicate Ready for Plan Run Review data report, set finished planning flag (but can continue adjusting)
3 Dates for Ecclesial Activities Enter special ecclesial dates and activities	**5** Setting Dates for Incoming speakers Prioritise/randomise (not sequential) dates for Speaker proposals		**1** Speaker Availability Speakers total number of appointments	*Number indicates normal sequence*
2 Speaker Details Add new and update existing Speakers	**6** **(set as many days as is possible)** Set No. Incoming Appoints Requested Total number of Visiting Speakers desired		Appointment Limits Set limits / rules on incoming and outgoing appointments	

Link: https://www.christadelphiansaustralia.org.au/ncc/admin/index.php

Logon Name (generally your email address)

General rule is to select between 2 and up to 3 times the number of incoming Speakers (see 4) than your requirement limit (6) & as many dates randomised (5) as is possible

Tip 8

You have come to the end of your Planning Data Entry.

You can review your key planning entries by clicking on the "Review Data" button and scrolling down on the screen.

Click on the button below to review your data entry for the Plan Meeting. **Review Data**

When everything is okay please click on the rectangle with the caption "This is the last screen of the Plan Meeting Data Entry Program". Then click on the "**Save**" button. This indicates to the Plan Administrator that you have completed your Speaking Plan data entry.

This is the last screen of the Plan Meeting Data Entry Program.

You can continue to review and revise any of your planning data even after you have completed. You can do this by directly accessing each of the screens until the Speaking Plan is actually run. The Plan Administrator will advise when this has occurred.

View Plan

Once the Plan Administrator has advised that the Speaking Plan has been run then click on the "View Plan" menu item to view your Speaking Plan.

HOME   SPEAKING PLAN   VIEW PLAN   VIEW CONTACTS

You can export or download your Speaking Plan as a CSV file (for MS Excel etc) or as a PDF file (portable document format).

View Full Plan	Export Plan to a CSV file	Export a PDF copy

There is also an option to view the Full Speaking Plan (for all Ecclesias) or review previous Plans (click on the "⬅ Previous" button).

Additionally there is an optional report that will be made available that lists Speakers who have not been fully utilised during the planning process. If you would like to make a manual booking for any of the Speakers listed then please contact the Speakers' Recorder / Secretary as soon as possible.

All Contact Details

HOME   SPEAKING PLAN   VIEW PLAN   **VIEW CONTACTS**

This function shows all Speaker and other Contact details sorted by ecclesia in alphabetical order.

You should be able to search on the web page to find a text strings such a name or part of a name (click on Ctrl+F).

Plan Steps - overview

Step 1 – Setting Up

* Set up the screen font and font size (to make it easier for you to read).
* Adjust your contact details to make it easier to contact you.
* Record any dates of significance to your ecclesia (camps, study weekends, Bible schools etc)
  that you want to work around.
* Add Speakers or modify your Speakers contact as well as their individual access if desirable.
* Set Geographic Groups accessible by your ecclesia.

Step 2 – Incoming

* Select who you would like to invite to your ecclesia (on the first pass through mark the entry field and on the
  second pass through assign a sequential priority, noting how many appointments they each have available.
* Select what dates you would like to have filled by assigning a priority order. **NB** by spreading the date priority
  randomly throughout the 6 months will generally spread your incoming appointments throughout the 6 months
  as well.

Step 3 – Outgoing

* Select what dates your Speakers are unavailable to speak on.

Step 4 – Limits

* Set which ecclesias your Speakers are available to speak at.
* Enter a maximum number of external appointments each of your Speakers are willing to perform.
* Set limits on same day and consecutive appointments and how many of your Speakers are away at the same time.

Step 5 – The End

* Record when you are happy with the planning entries you have made.
* Review a summary report of your selections.
* Once all Ecclesias have finalised their planning entries then the plan will be generated.

Support Contacts

HOME **SPEAKING PLAN** VIEW PLAN VIEW CONTACTS

Enquiries

- enquiry@christadelphiansaustralia.org.au

Coordinator

- speakingplan@gmail.com